



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Administrative Assistant

Department: Transportation

Job Code Number: 436113

Division & Bureau: Administration
Division, Fiscal Operations Bureau

Job Code Title: Administrative Assistant

Section & Unit: Motors Fuels Section

Pay Band: 3

Work Address: 2701 Prospect Avenue
Helena, MT 59620

Position Number: 22007

Phone:

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FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

☒

MPEA

☐

Blue Collar

Profile Completed By: Linda Hicks,
Fiscal Operations Bureau Chief

Work Phone: 444-6037

Work Unit Mission Statement or Functional Description:

The Fiscal Operations Bureau (FOB) is responsible for providing the department with legal, efficient, timely and accurate financial accounting systems and financial information to facilitate departmental decision making and maintain organizational effectiveness, efficiency, and accountability. The FOB is responsible for establishing and maintaining a variety of accounting functions for the department such as payroll and benefits, collection, distribution, refunding, and accounting of the Department's revenue that includes federal/local reimbursements and motor fuel taxes. We are responsible for the management of the gasoline and special fuel tax act. The Bureau conducts internal and external reviews, provides technical assistance to taxpayers to ensure compliance with motor fuel tax law. We process all contractor payments. We develop and implement accounting policy and procedures, conduct financial monitoring, and ensure the department's internal accounting and financial systems

comply with state and federal regulations, as well as, align with the division's accounting operational goals, objectives, and priorities. The Bureau consists of the following sections: Collections, Accounting Systems Operations, Motor Fuels, and Payroll.

The Motor Fuels Section (MFS) is responsible for the overall management of the gasoline and special fuel tax act including compliance, policy, programs, grants, agreements, and ongoing education and training programs. The section oversees the licensing and bonding of all distributors and special fuel users. The Motor Fuels Section is responsible for the day to day operation of the Department's mailroom.

Describe the Job's Overall Purpose:

This position provides administrative and clerical assistance to the Administration Administrator, all Bureau Chiefs and to division personnel. The position reports to the Motor Fuels Section Supervisor and does not directly supervise other personnel.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. Office management and executive support

90%

1. Coordinates the organization of materials for the Financial Contacts quarterly meetings and for the monthly financial team meetings. Ensures that all information is distributed before the meetings, attends the meetings, takes meeting minutes and writes synopsis of the meeting. Maintains a file of each meeting that includes all meeting materials and the approved minutes. Must coordinate the set up and use of the polycom.
2. Finalizes accounting procedures in on-line process folders, updates intra-net information, notices, procedures, policies, and manuals. Updates distribution lists and notifies all appropriate MDT staff of changes.
3. Coordinates all in-state and out-of-state travel, meal, and related arrangements for the division Administrator, Bureau Chiefs and staff. Manages credit card for use in registering for training and conferences and making all reservations.
4. Assist the Accounting Controls Bureau with Annual Fixed Assets Inventory by preparing necessary documents, performing reconciliations, and making appropriate adjustments as equipment and supplies change. Records entries and retires assets on Asset Management. Prints inventory tags for divisions/district/area offices.
5. Coordinates the distribution of the monthly claims match spreadsheet and e-mail and monitors the responses.
6. Coordinates communications and serve as a liaison with other MDT work units to facilitate and promote the exchange of information. Attends meetings at the request of the Administrator and communicates with MDT staff on accounting, purchasing, and other administrative issues.

7. Researches and organizes information and staff for various projects, meetings, reports and presentations for MDT management. This involves assessing the nature, scope and objectives of various projects; scheduling appropriate personnel, scheduling resources, and researching information.
8. Reconciles Pro-Card charges monthly for Administration, Human Resources, and the Director's Office. Serves as the Pro-Card re-allocator for Administration and helps other areas with re-allocating.
9. Monthly sends out phone bills and cell phone bill information to all divisions in the department. Compiles information and prepares monthly journal reallocating expenditures to appropriate area.
10. Contacts appropriate people (e.g., vendors, Property and Supply, etc.) and fills out necessary documents to dispose of, surplus, or repair equipment and furniture. Sends appropriate surplus property forms to Department of Administration for approval, once approved copy sent out of the field and this position removes the item from Asset Management.
11. Ensures the filing of the contract bonds and any insurance documents are filed appropriately in the Purchase order files for the Purchasing Section.
12. Coordinates all certified mailings for the division. These are done quarterly for the Tribal letters and refunds and the Central Montana Rail distribution. Completes the mailings for the Local Highway Finance reports.
13. Makes facility reservations, arranges for meals, and arranges for proper equipment, and special accommodations and seating, etc., as appropriate. Work with and monitor vendors and facilities to ensure proper goods and services are received, and review and approve payments, ensuring the agency was billed appropriately. Coordinate with vendors as necessary to resolve problems, and respond to inquiries regarding agendas, schedules, facilities, and other details.
14. Plans and coordinates various meetings, trainings, and events to ensure effective information exchange among division staff, other agencies, and external constituents and to promote MDT objectives. Promote attendance and participation by issuing notifications and invitations, and ensure the cost-effectiveness of event planning and implementation. Coordinate planning committees as necessary to coordinate details, develop agendas, and assist with on-site activities.
15. Compiles data for Administrator that is required for meetings or correspondence. This involves soliciting topics, organizing material, creating agendas, preparing agendas, taking minutes, and follow-up assignments.
16. Composes, edits, and coordinates distribution of correspondence, reports, planning documents, on behalf of the Administrator as directed using advanced word processing. Gathering information from staff, editing documents for content and appropriate use of business English, spelling and grammar; determining proper format and graphics based on document requirements and coordinating printing and mailing.
17. Oversees division record management functions to ensure efficient record retrieval and compliance with state law. This involves coordinating with Division staff to consolidate project files; establishing forms and requirements for requesting information; ensuring appropriate

storage and retention; authorizing the purging of files when appropriate; and coordinating the process for archiving files as needed.

18. Monitors supply levels and order supplies as needed, and coordinate the purchase of equipment and other major goods and services while ensuring compliance with state procurement policies and procedures. Coordinate equipment repair and maintenance, and monitor equipment usage recommending repair or replacement as needed. Restocks fax, printer and copier machines with toner and paper.
19. Reviews incoming mail, prioritize items requiring immediate attention, route to appropriate staff or compile information for responses as needed. Also oversee the flow of information through the Division to ensure accurate and timely responses to inquiries and ensure information is directed to appropriate personnel. Disseminate information to administrative and office staff by hard copy, electronic mail, phone, or verbally. Scans W-9's and address forms.
20. Coordinate all maintenance requests from employees for computer needs, phone changes, additions, and deletions. Ensures new employees have all necessary equipment first day on the job.

B. Other duties as assigned

10%

The incumbent performs a variety of other duties in support of ongoing MDT and division operations. Special assignments may be directed by the Bureau Chiefs and division Administrator. Projects may include conducting studies, surveys, performing research, and coordinating special events. This position may also serve as a back-up in the mailroom.

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following mental and physical demands are associated with these essential functions:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel by automobile
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Ability to multi-task
- Making decisions in a timely manner
- Demand for accuracy in all aspects of work
- Ability to meet deadlines
- Comparing data
- Compiling, analyzing, coordinating, and synthesizing information

2. Does this position supervise others? ☐ Yes ☒ No

Number directly supervised:

Position Number(s) of those supervised:

3. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE: The position requires knowledge of office management practices and procedures; governmental accounting and budgeting; technical writing; communications; public relations; travel policies and procedures; computers and related applications (e.g., databases, word processing, spreadsheets, email, Internet browsers, desktop publishing, etc.); grant administration processes; and business English, spelling, and grammar

SKILLS: Skill in the operation of general office equipment, personal computers, and typical business applications (word processing, spreadsheets, databases, Internet applications, etc.), attention to detail and accuracy editing, typing and proofreading, effective communication, public relations and maintaining professional relationships. The position requires skill in quickly and accurately taking notes and meeting minutes.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

2 years of professional and/or administrative work experience, including a minimum of two years personal computer experience in Microsoft Windows, Excel and Word, or a comparable office suite.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Education and experience may substitute for each other on a year-for-year basis

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____